

## VACANCY ANNOUNCEMENT

(Announcement Number: 14-29)

The American Embassy in Kathmandu is seeking an individual for the position of Voucher Examiner.

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner

**OPENING DATE:** July 18, 2014

**CLOSING DATE:** August 01, 2014

**WORK HOURS:** Full-time; 40 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### BASIC FUNCTION OF THE POSITION

The incumbent examines invoices to ensure the conformance with terms of original purchase order, contracts, authorization and grants; and ensures they are correct, proper and legal for payment. The incumbent prepares vouchers for certification; enters certified vouchers into the accounting systems; and processes them for payment action. The incumbent keeps track of and resolves voucher related issues.

### QUALIFICATIONS REQUIRED

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's Degree in Business Management, Finance, Economics or Accounting is required
2. At least two years of prior experience in progressively responsible work in voucher examining, book keeping or accounting/auditing is required
3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Good knowledge of voucher examining, invoice auditing and procedures associated with voucher preparation is required. Good knowledge of Windows-based computer programs and the use of various accounting software packages is required.

5. Good communication and customer service skills are required. The ability to work effectively in a team is required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO:**

Email: [recruitktm1@state.gov](mailto:recruitktm1@state.gov) (write “Application for Voucher Examiner” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Voucher Examiner”)**

## **WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

### **THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE**

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4550 Contact the Human Resources Office for further details regarding this announcement.